

# Outreach Notice

USDA Forest Service • Eastern Region

## WHITE MOUNTAIN NATIONAL FOREST

Campton, New Hampshire

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### Administrative Program Specialist GS-0301 11/12

**Reply by May 9<sup>th</sup>, 2014**

The White Mountain National Forest will soon advertise for the position of Administrative Operations Specialist GS-0301- 11/12, located in the Forest Headquarters (Supervisor's Office and Pemigewasset Ranger District) in Campton, NH.

This position works directly for the Forest Supervisor and is a member of the Forest Leadership Team as an Administrative Team Leader and will provide authoritative advice, supervision and counsel to the Forest on a wide range of administrative and operational management support issues; and on the formulation and implementation of organization policies, programs, objectives, and plans. As the principal advisor to organization management officials on financial matters, the selected person formulates, coordinates, and administers separate accounts of the annual Forest budget, and plans and conducts complex analytical studies of organizational elements and work to identify problems and approve resource utilization, administrative support, and management effectiveness.

This person serves as the organization advisor on workforce matters by coordinating organizational needs with office requirements, such as directing the initiation and processing of personnel actions; and facilitating the accomplishment of various workforce programs

Duties for the position include providing administrative and technical supervision necessary for accomplishing the work of the unit, as well as performing the administrative and human resource management functions relative to the staff supervised. This includes directing, advising, and training employees engaged in providing administrative support and office services for the organizations activities involving supply and property management, mail and file services, travel, records and reports, equipment maintenance, vehicle management, and related services.

This position works with the Northeast Acquisition Team (NEAT) to ensure correct interpretation and application of contract and procurement regulations and directs others regarding the preparation of requisitions and purchase orders, and ensures adherence to policies and regulations.

The position supervises 6 employees within business administration in the Forest Headquarters and technical supervision to two additional positions located at District Offices.

Additional information regarding the White Mountain National Forest can be found at the website: <http://www.fs.usda.gov/whitemountain>

This position will be advertised at: <https://www.usajobs.gov> For more information about this position, contact Tom Wagner, Forest Supervisor at (603) 536-6201 or email at [twagner02@fs.fed.us](mailto:twagner02@fs.fed.us)

*"The USDA Forest Service is an equal opportunity*



*provider and employer"*

**OUTREACH NOTICE REPLY**  
**Administrative Program Specialist GS-0301 11/12**  
**Campton, NH**

Please return your completed response form by May 9<sup>th</sup>, 2014

If you are interested in this opportunity and/or plan on applying for this vacancy, please return this Outreach Response Form electronically to Tom Wagner and Jean Durfee at [twagner02@fs.fed.us](mailto:twagner02@fs.fed.us) and [jdurfee@fs.fed.us](mailto:jdurfee@fs.fed.us)

**Contact Information**

Name:

E-mail address:

Contact Number:

**Current Federal Employees:**

Agency/Forest:

Series:

Grade:

Position Title:

Type Appointment:

**Non-Federal Employees**

Current Occupation:

Agency/Company:

Are you eligible to be hired under any of the following special authorities?

Person with Disability

Veterans Recruitment Authority (VRA) If you would like to be considered for a VRA appointment include your resume, DD214 and transcripts (if available) with your reply.

Former Peace Corp Volunteer

Other \_\_\_\_\_

We appreciate your interest in the White Mountain National Forest